CHECKLIST FOR FAIRFAX COUNTY BONDS, AGREEMENTS AND SECURITY DOCUMENTS

February 2003

DOCUMENT	CHECKLIST ITEM(S)
1. Corporate Bond	A. Date is on the bond. B. Date on the bond matches the date on the agreement. C. Plan number on bond matches the plan number on the plan and the agreement. D. Plan name is identical to the plan name on the plan and the agreement. E. Individual (principal or co-principal) who signs the bond must provide proper documentation that they have the <u>Proof of Authority</u> to sign on behalf of the developer. F. Name of the person signing the bond is identical to the name that is authorized by the <u>Proof of Authority</u> or witnessed by the Notary (e.g., Robert Doe on one document and R. Doe on the other document is not acceptable). G. Notary witnesses the signatures on the same day that the agreement is dated and the blank following the words "…do hereby certify that _____" includes the typed name of the individual who signs the document on behalf of the developer. H. Corporate Surety is licensed to do work in the Commonwealth of Virginia.
2. Letter of Credit	A. Letterhead of lending institution is on the Letter of Credit. B. Plan name on the Letter of Credit is identical to the plan name on the agreement. C. Plan number on the Letter of Credit is identical to the plan number on agreement. D. The County's standard Letter of Credit format and/or additions or deletions language have not been altered. E. Bank/lending institution representative who signs Letter of Credit has <u>Proof of Authority</u> to sign.

DOCUMENT	DESCRIPTION OF PROBLEM(S)
3. Agreement	A. Date is on the agreement. B. Date on the agreement is identical to the date on the bond or the Letter of Credit. C. Plan number on agreement is identical to plan number on bond or Letter of Credit. D. Plan name is identical to the name on the bond or the Letter of Credit. E. Individual who signs the agreement provides proper documentation that they have the <u>Proof of Authority</u> to sign. F. Notary witnesses the signatures on the same day that the agreement is dated and the blank following the words "do hereby certify that _____" includes the typed name of the individual who signs the document on behalf of the developer.